

# Design Review Sign Application

City of Tempe  
Development Services Dept.  
P.O. Box 5002  
31 E. 5th Street  
Tempe, Arizona 85282-5002



(Please Type or Print in Black Ink)

Submittal Date: \_\_\_\_\_ Hearing Date: \_\_\_\_\_

REQUEST (freestanding sign, building \_\_\_\_\_  
mounted sign, sign package): \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

BUILDING USE: \_\_\_\_\_

## SIGN COMPANY

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

## PROPERTY OWNER:

Name and/or Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

I hereby apply for Design Review Board consideration of this application and am familiar with Design Review Board criteria used in the evaluation of signs, landscaping and buildings. I understand that I will not be scheduled for consideration until such time as all required materials have been accepted.

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

File No. \_\_\_\_\_ Date \_\_\_\_\_

Application Fee \_\_\_\_\_ Date \_\_\_\_\_

Receipt No. \_\_\_\_\_ Date \_\_\_\_\_

NOTE: APPLICANT OR REPRESENTATIVE MUST ATTEND PUBLIC MEETING

## DESIGN REVIEW PROCEDURE

1. Preliminary Discussion: Applicant discusses material required for application and design criteria used by the Board in evaluating applications. If preliminary plans are available, the Planning Department may give an informal evaluation based on design review criteria.
2. Scheduling on Agenda: Applications for Design Review of buildings and landscaping shall be submitted to be placed on the agenda at least 14 days prior to the Design Review Board meeting at which they will be considered.

**NO APPLICATION SHALL BE SCHEDULED FOR BOARD HEARING UNTIL ALL REQUIRED MATERIALS HAVE BEEN RECEIVED AND CLEARANCE HAS BEEN GIVEN BY PUBLIC WORKS, BUILDING SAFETY AND PLANNING DEPARTMENT.**

A written notice of scheduling on the Design Review Board agenda will be mailed to each applicant prior to the meeting.

3. Staff Report: After an item is scheduled for Design Review, the Planning Department prepares a report describing and evaluating proposed building, signs or landscaping and making recommendations for Board action. These recommendations will be mailed to the property owner, consultants and applicants and delivered to Board members prior to the Board meeting.
4. Hearing and Action: The Design Review Board meets the first and third Wednesdays of each month at 7:00 p.m. in the City Council Chambers. The applicant or his representative must be present to explain the proposed development. The Board may deny, approve, conditionally approve or continue the request.
5. Action Letter: A letter will be mailed to the applicant detailing the Board action.
6. Appeal: The applicant may appeal the action of the Board. A written appeal must be filed with the City Council within ten (10) working days of Board action. The City Council will (at its next meeting) announce a public hearing for consideration of the appeal at a subsequent meeting.
7. Council Hearing on Appeal: Applicant or his representative must be present. A report of the Design Review Board's action is considered by the Council in making its determination.
8. Building Permit: The Building Safety Department shall ascertain that the plans submitted for a building permit are in conformance with those approved by the Board and include any conditions stipulated by the Board prior to issuance of a building permit.
9. Changes After Board Approval: A building, structure, sign or landscaping which has been approved, constructed or installed in accordance with the Board's approval may not be further modified without additional review and approval by the Board, except that a building or sign may be removed.

SIGN APPROVAL DATA SHEET

NUMBER OF SIGNS: New: \_\_\_\_\_

Existing: \_\_\_\_\_

LOCATION OF SIGNS:

NEW

EXISTING

Building Mounted (1) \_\_\_\_\_

(A) \_\_\_\_\_

Freestanding (2) \_\_\_\_\_

(B) \_\_\_\_\_

Other \_\_\_\_\_ (3) \_\_\_\_\_

(C) \_\_\_\_\_

SIGN DIMENSIONS: (1) \_\_\_\_\_

(A) \_\_\_\_\_

(2) \_\_\_\_\_

(B) \_\_\_\_\_

(3) \_\_\_\_\_

(C) \_\_\_\_\_

SIGN AREA: (1) \_\_\_\_\_

(A) \_\_\_\_\_

(2) \_\_\_\_\_

(B) \_\_\_\_\_

(3) \_\_\_\_\_

(C) \_\_\_\_\_

SIGN HEIGHT: (1) \_\_\_\_\_

(A) \_\_\_\_\_

(2) \_\_\_\_\_

(B) \_\_\_\_\_

(3) \_\_\_\_\_

(C) \_\_\_\_\_

TOTAL \_\_\_\_\_ sq.ft.

\_\_\_\_\_ sq.ft.

SIGNS TO BE REMOVED: \_\_\_\_\_

\_\_\_\_\_

NET (TOTAL) AREA REMOVED \_\_\_\_\_

MAXIMUM AREA ALLOWED \_\_\_\_\_ sq.ft.

SIGN MATERIALS (Describe for each sign, including colors):

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

ILLUMINATION (General description for each sign):

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

12. Signs:

1. Sign drawings for each sign proposed:

- a. Two (2) copies (one in color)
- b. One (1) 8 1/2 X 11" matte finish PMT.  
NOTE: Matte finish PMT shall have black continuous lines which provide a crisp clean copy when xeroxed.

DRAWINGS MUST BE TO SCALE AND INDICATE (for each sign proposed): (See Examples 7 & 8)

- Exact lettering styles to be used
- All sign copy
- True sign colors
- Method of illumination
- Number of sign faces
- How sign will be mounted
- Height of sign
- Dimensions of sign
- Sign area
- Sign materials
- Accurate building elevation showing where sign(s) will be located on the building.

2. Submit site plan which shows all signs. (See Example 9)

- a. One (1) accurate site plan showing where sign(s) will be located on the property.
- b. One (1) 8 1/2" x 11" matte finish PMT.  
NOTE: Matte finish PMT's shall have black, continuous lines which provide a crisp clear copy when xeroxed.

3. Submit LETTER OF APPROVAL FROM PROPERTY OWNER AND/OR OWNER'S SIGNATURE.

STAFF APPROVAL:

Application for Staff approval of signs which appear to comply with Ordinance requirements may be submitted to the Planning Department. Staff members will review applications and inform the applicant of their decisions as soon after application as possible.

The Planning Department is not obligated to approve such signs and may refer approval to the Design Review Board when some conflict with Board policy or other question cannot be resolved at the Staff level.

#### APPLICATION FEE

Fee (cash or check payable to the City of Tempe) in accordance with the schedule below.

Buildings, site and landscape plans.....	\$200.00
Remodel - Any.....	100.00
Separate Landscape Plans.....	100.00
Sign Package.....	100.00
Separate Signs.....	50.00

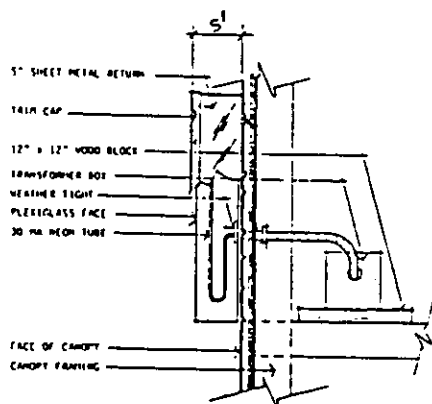
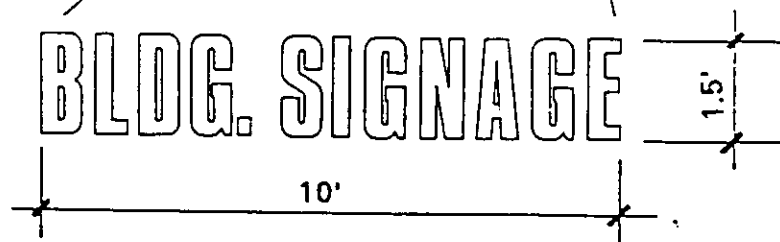
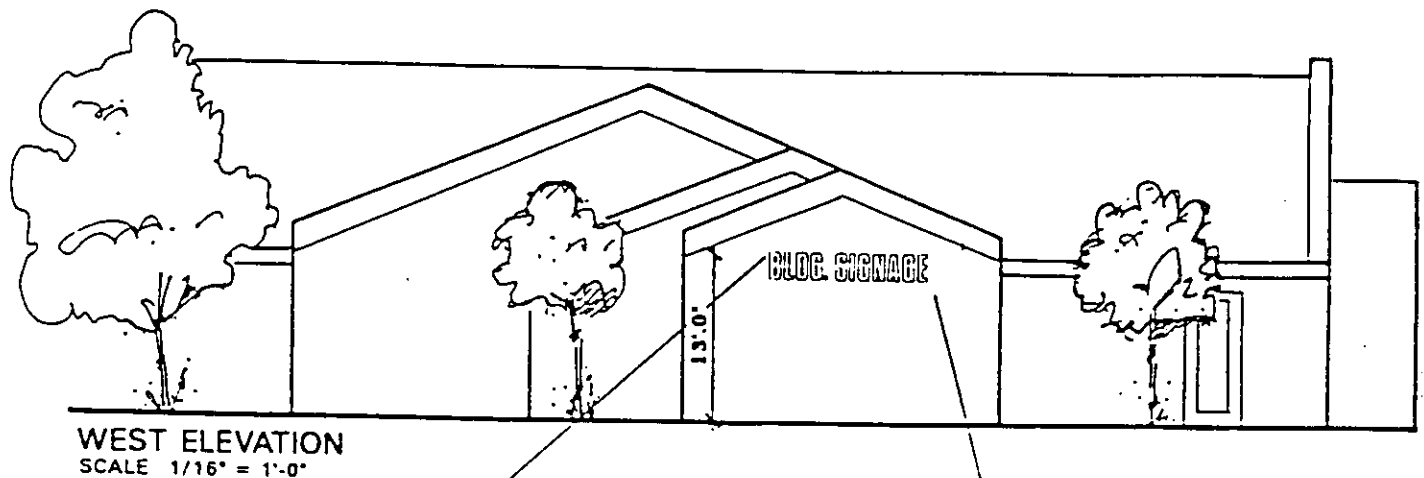
Continuance,  
at applicant's request...same as original fee

Reconsiderations.....same as original fee

Design Review Appeal.....\$300.00 plus normal fee

NO CASE WILL BE SCHEDULED FOR DESIGN REVIEW  
CONSIDERATION UNTIL ALL THE ABOVE MATERIALS  
ARE FILED WITH THE PLANNING DEPARTMENT.

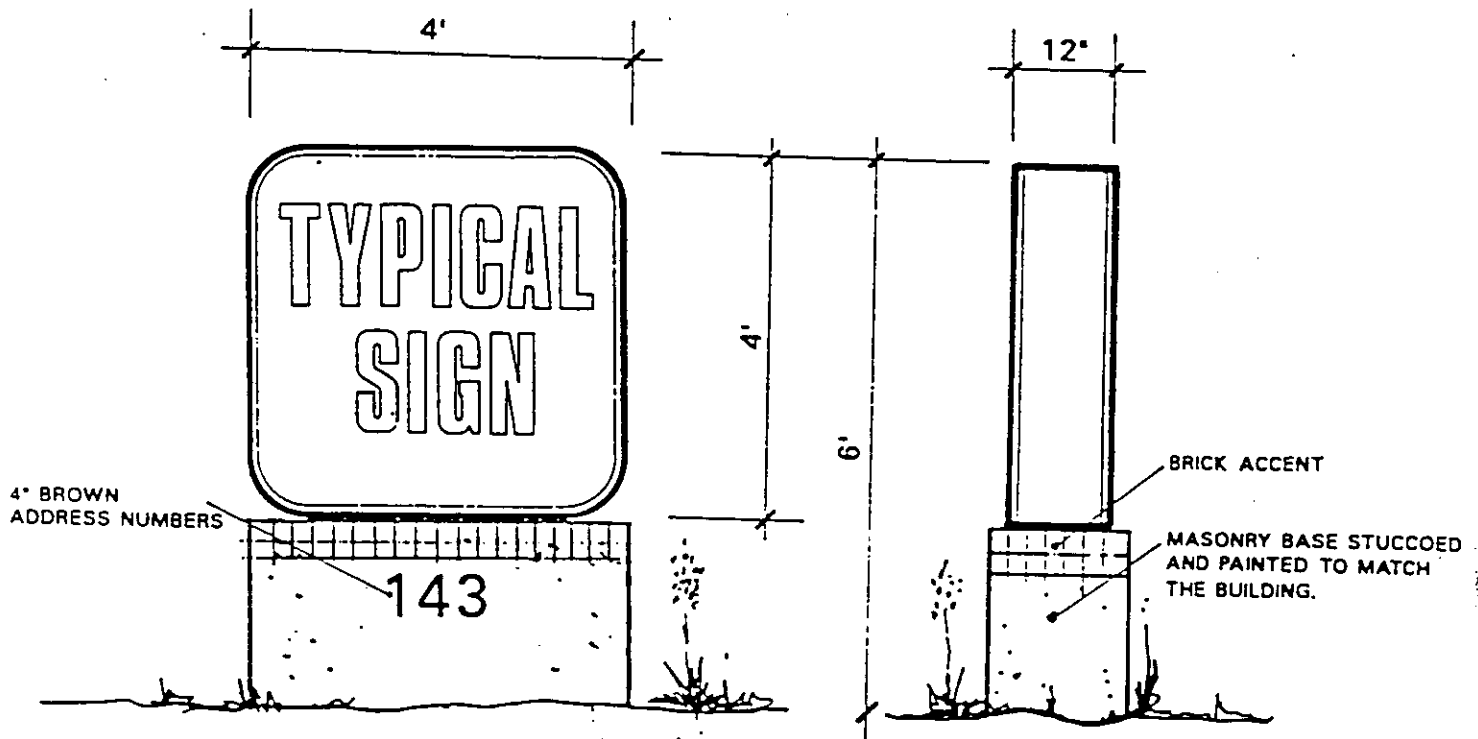
# TYPICAL ELEVATION OF BUILDING MOUNTED SIGN



INDIVIDUAL PAN CHANNEL LETTERS WITH A TRANSLUCENT PLEXIGLASS FACE CONSISTING OF ACRYLITE #211-1 (RED) FACE WITH A 3/4" BRONZE TRIM CAP AND 5" RETURNS PAINTED DUNN EDWARDS Q12-37 (TAN).

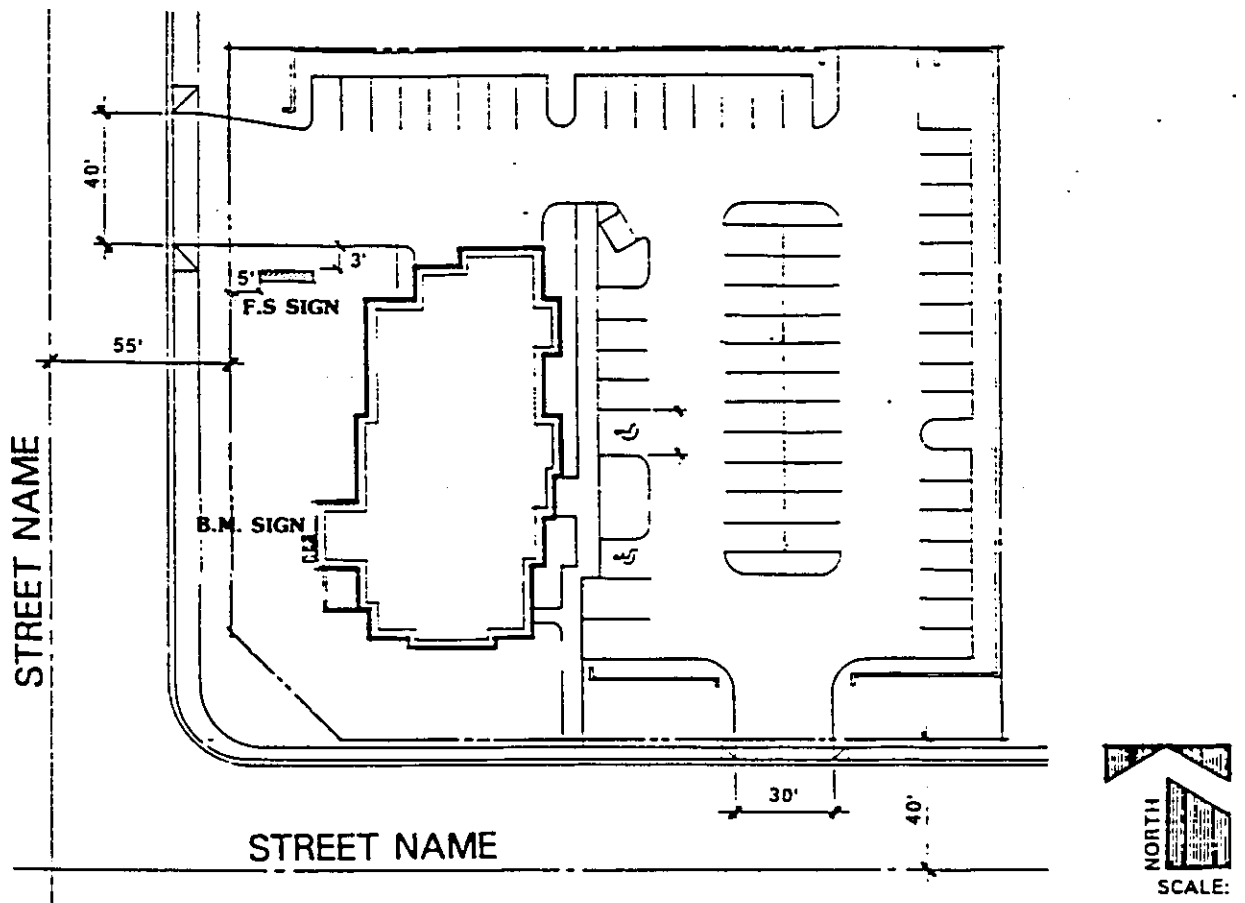
EXAMPLE 7

# TYPICAL FREESTANDING SIGN



12" METAL CABINET PAINTED DUNN EDWARDS Q19-91 "BROWN" WITH A METAL FACE PAINTED DUNN EDWARDS Q17-71 "BIEGE" WITH ROUTED LETTERS BACKED WITH WHITE PLEX.

EXAMPLE 8



TYPICAL  
SITE PLAN  
FOR SIGNAGE

EXAMPLE 9



Hearing Officer/  
Board of Adjustment

City of Tempe  
Development Services Dept.  
P.O. Box 5002  
31 E. 5th Street  
Tempe, Arizona 85282-5002



(Please Type or Print in Black Ink)

SIGN APPLICATION

PROPERTY OWNER:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

I have read the procedure for applying for a variance/use permit and understand that if my application is not complete in all respects, it will not be scheduled until such time as it is complete. All required fees are due when application is submitted.

Owner's Signature (or Letter of Authorization)	Date	Applicant's Signature	Date
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PROPERTY DESCRIPTION:

ROW Setback Required	_____	ROW Setback Requested	_____
Freestanding Signs Allowed	_____	Freestanding Signs Requested	_____
Max Sign Area Allowed	_____	Max Sign Area Requested	_____
Max Sign Height Allowed	_____	Max Sign Height Requested	_____

VERIFY REQUIREMENTS WITH DEPARTMENTS:

Engineering (R/W agent's signature): \_\_\_\_\_

Traffic Engineering: \_\_\_\_\_

For Department Use Only

Required Item Check List

- |   |   |
|---|---|
| <input type="checkbox"/> Letter of Explanation  | <input type="checkbox"/> 8.5" x 11" Color Reduction |
| <input type="checkbox"/> Justification Sheet(s) | <input type="checkbox"/> Scaled Elevation           |
| <input type="checkbox"/> Ownership Map          | <input type="checkbox"/> Scaled Site Plan           |
| <input type="checkbox"/> Ownership List         | <input type="checkbox"/> 8.5" x 11" PMT Reduction   |
| <input type="checkbox"/> Scaled Sign Drawings   | <input type="checkbox"/> Mailing Labels             |

Staff Member	Date Submitted
Deadline Date	Hearing Date
Case #	Application Fee/Check #

NOTE: APPLICANT OR REPRESENTATIVE MUST ATTEND PUBLIC MEETING  
SIGN PERMIT